



NUMBER 7760.3

DATE June 16, 1955

Department of Defense Instruction

SUBJECT Forms for Requisitioning of Printing, Duplicating and Reproduction Work (DD Forms 843 and 844)

I. PURPOSE

It is the purpose of this Instruction to prescribe forms for Department of Defense-wide uniform use in requesting printing, duplicating, and reproduction work in order to eliminate more than a thousand forms presently being used.

II. SCOPE

The forms prescribed herein are in addition to DD Forms 282 and 283 (Defense Printing Service Requisition and Defense Printing Service Requisition - Short Run, respectively), and Standard Form 1 (Requisition for printing and Binding) and, where a form is deemed necessary, will be used for requesting printing and duplicating work from all except industrially funded printing and duplicating facilities.

III. FORMS


The forms listed below (copies attached) are hereby standardized for use by all elements of the Department of Defense to replace all military departmental or lower echelon forms used for requesting printing, duplicating, and reproduction work from printing and duplicating facilities (excepting such of those facilities as are industrially funded). The forms prescribed herein will be used immediately upon depletion of supplies of existing forms used for these purposes or, if desired, a department may obsolete its present stocks of such forms and use these prescribed forms as soon as they are available:

Requisition for Printing and Binding Service, DD Form 843

Requisition for Local Duplicating Service, DD Form 844.

IV. IMPLEMENTATION

This Instruction will be implemented effective 1 July 1955. Two (2) copies of departmental implementing issuances will be furnished the Assistant Secretary of Defense (Comptroller) by 1 September 1955.


W. J. McNeil
Assistant Secretary of Defense (Comptroller)

Attachments

REQUISITION FOR PRINTING AND BINDING SERVICE			FUND <input type="checkbox"/> APPROPRIATED <input type="checkbox"/> NON-APPROPRIATED		DATE		ACTIVITY ORDER NUMBER		PLANT USE ONLY		JOB NUMBER												
			TTRU (Appropriate Printing Control Authority)		PROS (Originating Agency and Person to contact & telephone extension)																		
TITLE OF PUBLICATION												2. NUMBER AND DATE											
PURPOSE, FUNCTION, ECONOMIES EFFECTED AND CONCURRENCES																							
QUANTITY IN: <input type="checkbox"/> SHEETS <input type="checkbox"/> SETS <input type="checkbox"/> BOOKS <input type="checkbox"/> PAGES <input type="checkbox"/> OTHER (Specify in item 13)																							
1. PARTIAL DELIVERY REQUESTED				2. COMPLETE DELIVERY REQUESTED				3. SIZE OF PUBLICATION				4. NUMBER OF PAGES											
DATE		QUANTITY		DATE		QUANTITY		4. TRIM SIZE		5. FOLDED TO													
DATE		QUANTITY		DATE		QUANTITY		WIDTH		LENGTH		WIDTH		LENGTH									
BINDING (Use item 13 for additional instructions)								6. PAPER STOCK				7. PRINT											
<input type="checkbox"/> LOOSE		<input type="checkbox"/> SIDE STITCHED		PAD: <input type="checkbox"/> TOP <input type="checkbox"/> LEFT <input type="checkbox"/> RIGHT <input type="checkbox"/> BOTTOM		COPIES		BASIC WEIGHT		KIND		COLOR		COLOR INK		FACE ONLY		HEAD TO					
<input type="checkbox"/> GLUED		<input type="checkbox"/> SADDLE STITCHED		SHEETS IN PAD		SETS IN PAD		SHEETS IN SET		1		2		3		4		5					
<input type="checkbox"/> OTHER																							
8. PUNCHING								6		7		8		9		10							
R HOLES		DIAMETER		C TO C		KIND		POSITION		1		2		3		4		5					
9. MATERIAL DISPOSITION								6		7		8		9		10							
HOLD		DE- STROY		RETURN TO																			
NEGATIVES																							
ORIGINALS																							
12. CLASSIFICATION								6		7		8		9		10							
13. ADDITIONAL INSTRUCTIONS DUMMY ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO (Perforations, scoring, prenumbering, etc.)																							
14. DISTRIBUTION INSTRUCTIONS (If desired, also indicate person to be notified when job is completed)								15. APPROPRIATION CHARGEABLE															
								CERTIFICATION THAT THE USE OF MORE THAN ONE COLOR IS IN ACCORDANCE WITH DEPARTMENTAL REGULATIONS. THAT THE ILLUSTRATIONS USED IN THIS PUBLICATION ARE NECESSARY AND RELATE ENTIRELY TO THE PUBLIC SERVICE. THAT THIS WORK IS AUTHORIZED BY REGULATIONS AND IS NECESSARY TO THE CONDUCT OF OFFICIAL BUSINESS.															
								16. ORIGINATOR (Typed Name, Signature and Date)															
								17. ACTION BY PRINTING CONTROL AUTHORITY <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED TYPED NAME, SIGNATURE AND DATE															
FOR PLANT USE ONLY		18. DATE RECEIVED		19. PRIORITY		20. PRESS SIZE		HOURS IN USE		NUMBER OF MASTERS		PRESS IMPRESSIONS		PRODUCTION UNITS									
						X																	
						X																	
								X															
20. DATE PROMISED		21. DATE COMPLETED		22. DATE DELIVERED		X																	
						X																	
						X																	
						X																	
RECEIPT OF COMPLETED JOB																							
24. RECEIVED BY						25. ORGANIZATION SYMBOL						26. DATE											